



Stamford Cemetery

Notice of Interment

Interment must be booked a minimum of **7 clear working days** *i.e. not including the day of the interment or the day of booking.* before the interment. This form must be emailed with all **highlighted areas** completed within **24 hours of the initial request**. This will confirm the request with the Stamford Town Hall Bereavement Services. Confirmation of the booking will then be issued by the Town Hall Bereavement Services, until such time the request is not officially confirmed.

The full, completed form must be emailed once it is signed by the Grant owner(s) or applicant for interment, along with the green certificate/ Coroner's certificate or Cremated Remains certificate. **The coffin size, original paperwork and proof of residency must be sent to the Town Hall no later than three clear working days before the day of the burial** *i.e. interment Monday paperwork previous Tuesday.*

Person to be buried

| | | |
|-----------------------------------|---------------------------------------|---|
| Full name (Mr/Mrs/Miss/Ms): | | |
| Home Address at time of death: | | |
| | | Postcode: |
| Date of Death: | Age: | |
| Place of Death: | | |
| <input type="checkbox"/> Resident | <input type="checkbox"/> Non-resident | Grave owner: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Profession: | | |

The interment fee is determined by the residency of the deceased. Stamford Town Council uses the deceased's address as part of the checking process and will be checked with the Electoral Register to ensure the correct interment fees are charged. If these details do not correspond, further confirmation may be required. Bear in mind, the address held with the Stamford Town Council may be from when the grave was first purchased, and this could be some time ago.

Details of interment

| | | | |
|---|---------------------------------|--|---|
| Day and date of burial: | | Time: | |
| Type of service: <input type="checkbox"/> Direct to grave | | <input type="checkbox"/> Chapel (additional fee) | |
| Denomination: | | | |
| Type of interment: <input type="checkbox"/> Burial | | <input type="checkbox"/> Cremated Remains | <input type="checkbox"/> Child |
| Special requirements: <input type="checkbox"/> Family to back fill grave | | <input type="checkbox"/> Large attendance expected | |
| <input type="checkbox"/> Other: (please state) | | | |
| Details of grave: <input type="checkbox"/> New Grave: (allocated by Cemetery Officer) | | <input type="checkbox"/> Public/Unpurchased | |
| Depth of grave: (for New grave to be purchased) | | <input type="checkbox"/> Single (depth for one) | <input type="checkbox"/> Double (depth for two) |
| <input type="checkbox"/> Pre-Purchased | Grant No: | Section: | No. |
| Depth of Grave: (for pre-purchased) | <input type="checkbox"/> Reopen | <input type="checkbox"/> Single (depth for one) | <input type="checkbox"/> Double (depth for two) |



Stamford Town Council will use the grave number to check that the details on this form match the records held. If any discrepancies occur, further checks will be made. It is important therefore, that the details of the grave owner, and if applicable, the previous burial details on this form, are entirely accurate. This is especially important if more than one plot is held by the family members. Only when these checks have been satisfactorily completed, can the grave be prepared.

| | | |
|---|--|------------------|
| <input type="checkbox"/> Regular coffin | <input type="checkbox"/> Casket or straight edged coffin | Straps required: |
| Size: (length, width, depth) | | |
| Person Officiating: | | |
| Time & Place of Service: | | |

Exact outside measurements only, Burial Authority will add clearance allowance to these dimensions. If these measurements are incorrect, further fees may be incurred and / or the burial may not be able to take place. Coffins / caskets that exceed 28" wide will incur a higher burial fee. Please see 'Form I'.

Details of Funeral Director

| | | |
|--------------------------|--------|-----------|
| Funeral Director: | | |
| Address: | | |
| | | Postcode: |
| Phone: | Email: | |
| Funeral arranger's name: | | |

Details of last burial (only applicable to a re-open)

| |
|--|
| Full name of last person buried in this grave: |
| Date of this burial: |

Memorial

| |
|---|
| Is there a memorial to be moved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know |
|---|

Please note it is the grave owner(s) responsibility to remove any memorial before the burial without doing so the burial will not be able to take place



Grave Ownership

| | |
|---|---|
| <input type="checkbox"/> 1. Authorisation to open and inter a grave. Where there is more than one grave owner, all owners must sign below to authorise the opening of this grave. | <input type="checkbox"/> 3. Application for ownership of the grave. For new graves, one, two or three persons may be registered as the grave owner(s). the deed to the grave will be issued to the person listed as owner 1 |
| <input type="checkbox"/> 2. Application for burial Where the deceased is the only grave owner, only a signature of the applicant for the burial is required. | <input type="checkbox"/> 4. Burial in a public/unpurchased grave¹ The next of kin or person arranging the burial must sign the declaration below |

Owner / Applicant 1

I, the person arranging the burial confirm that the above information is correct to the best of my knowledge and accept **that an 'OUT OF TOWN' fee will be applied, as per the rules at the time of the burial, if the deceased's normal address is outside the boundary of Stamford with no recourse for any refund**

I hereby indemnify Stamford Town Council and all its officers and servants from any liability whatsoever in this matter or arising thereof. I hereby declare that as the registered owner to be legally bound by the Rules and Regulations and any further amendments as result of legislative changes. I have been made aware to the Council's Privacy Notice for Bereavement Services.

I, (Mr/ Mrs/Miss/Ms):..... (Full Name)
 Of (address).....
(Postcode).....
 Telephone..... Email.....
 Relationship to Deceased.....
 Signature..... Dated.....

Owner / Applicant 2

I, the person arranging the burial confirm that the above information is correct to the best of my knowledge and accept **that an 'OUT OF TOWN' fee will be applied, as per the rules at the time of the burial, if the deceased's normal address is outside the boundary of Stamford with no recourse for any refund**

I hereby indemnify Stamford Town Council and all its officers and servants from any liability whatsoever in this matter or arising thereof. I hereby declare that as the registered owner to be legally bound by the Rules and Regulations and any further amendments as result of legislative changes. I have been made aware to the Council's Privacy Notice for Bereavement Services.

I, (Mr/ Mrs/Miss/Ms):..... (Full Name)
 Of (address).....
(Postcode).....
 Telephone..... Email.....
 Relationship to deceased.....
 Signature..... Dated.....

¹ I clearly understand that the interment is to take place in a public or unpurchased grave, in which other are or may be buried and it is not desired to purchase a private grave for this interment.



Any additional information

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Funeral Director

I can confirm that I have explained the rules and regulations pertaining to the Lawn Cemetery areas and have given the Stamford Town Council Cemetery Information Sheet to the person stated above. I have confirmed that all applicable Cemetery fees, including resident/non-resident fees have been fully explained and understood by our client and confirm that the fees to be applied for this burial are: (please tick below)

Resident Non-resident

| | |
|---------|--------|
| Signed: | Dated: |
|---------|--------|

| <u>FOR OFFICE USE ONLY</u> | <u>Deceased Detail</u> | <u>Fees Due to STC</u> |
|-----------------------------------|-------------------------------|-------------------------------|
| Plan Marked | Resident – Yes/No | £ p |
| Grave Section Number | Certificate Received – Yes/No | Plot fee |
| Grant of Number | Interment No. | Interment fee |
| Invoice No | Burial No. | Chapel |
| Financial Year | | Other |
| | | Total |

